



# COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception Cubao, 1111 Quezon City, Philippines  
 http://www.cda.gov.ph | helpdesk@cda.gov.ph | CDA Philippines



## REQUEST FOR QUOTATION

Date: January 21, 2025  
 RFQ No.: 2025 - 017

Name of Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Business Permit No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than \_\_\_\_\_.

*JH*  
**JOSELITO O. HALLAZGO**  
 Chairman, Bids & Awards Committee  
*JO*

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget for the Contract	PRICE			OFFER		REMARKS
			QTY	Unit Price	Total Price	Compliance with Technical Specifications (please check)		
PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE - ICTD						Yes	No	
<b>1. PROJECT TITLE</b> 1.1. PROCUREMENT OF ONE (1) YEAR CLOUD HOSTING SERVICES FOR THE CORPORATE WEBSITE (WWW.CDA.GOV.PH) OF THE COOPERATIVE DEVELOPMENT AUTHORITY FY 2025-2026 <b>2. SPECIFICATIONS</b> 2.1. Self Managed Dedicated Server 6C/64 GB - Linux - HDD 2.1.1. Intel Xeon-E 2136 2.1.2. 6C/12T – 4.5 GHz Turbo 2.1.3. 64 GB DDR4 RAM 2.1.4. 2 x 4 TB HDD Storage (RAID-1) <b>2.2. Features</b> 2.2.1. CPanel/WHM 2.2.1.1. Simplified server management for customers. 2.2.1.2. Operating system: CentOS 2.2.1.3. Pre-installed software: cPanel/WHM, Apache Web Server, MySQL, PHP, EXIM mail server and many more. <b>3. OTHER INCLUSIVE SERVICES</b> 3.1. Migration of CDA Website Contents (Only for new provider) 3.2. Maintenance of themes and plugins of CDA Website: 3.2.1. Security Monitoring: 3.2.1.1. Implements security measures, monitoring for vulnerabilities, and applies patches or updates to protect against potential threats. 3.2.1.2. Configures Security Socket Layer (SSL) and Cloudflare in CDA Website . 3.2.1.3. Conducts regular vulnerability testing and security audit. 3.2.2. Full Backup and Restore: 3.2.2.1. Daily back up of website data and having the ability to restore the website in case of data loss or system failure. 3.2.2.2. Provides CDA with full access to the Website Source Code and Database backup. 3.2.3. Software Updates: 3.2.3.1. Keeps website softwares, plugins, and other components up to date to ensure compatibility, security, and performance. 3.2.4. Bug Fix: 3.2.4.1. Identifies and fixes any issues or bugs that may arise on the website. 3.2.5. Performance Monitoring: 3.2.5.1. Monitors the website's performance and makes adjustments to enhance speed and user experience. 3.2.5.2. Conducts performance tweaks and optimizations to ensure optimal load speeds, compatible with desktop and mobile web versions of Firefox, Chrome, Edge, and Safari, and adaptive to desktop and mobile screens. 3.2.6. Server Maintenance: 3.2.6.1. Manages server configurations and addresses any issues that may impact website performance. 3.2.6.1. Ensures the seamless operation of server's mail transfer protocol for the sending of emails. 3.2.7. Domain Management: 3.2.7.1. Ensures domain-related configurations are accurate. 3.2.8. Responsive Design Maintenance:	1 LOT	₱320,000.00						

3.2.8.1. Ensures that the website remains responsive across various devices and browsers. Update/Configure CDA website theme (WordPress) in accordance with the Website Government Template. Ensure that the CDA Website is up and accessible 24/7.

3.2.9. Analytics and Reporting:

3.2.9.1. Implements and analyzes website analytics, providing reports on website performance, security, and makes recommendations for improvements.

3.2.9.2. Provide and submit reports:

3.2.9.2.1. Daily and Quarterly Visitor statistics - count of unique visits, pages/visits, average visit, duration, percentage of new visits, etc.

3.2.9.2.2. Incident reports - within the next business day of the incident.

3.2.9.2.3. Security and Testing Reports.

3.2.10. Knowledge Transfer

3.2.10.1. Transfers project-related information, documentation, and lessons learned from one project team to another.

3.2.10.2. Passes on knowledge about the use, maintenance, and troubleshooting of specific technologies or systems.

3.2.10.3. Provides user-manual documentation, video tutorials, and other documents needed for the system.

4. DELIVERY PERIOD

4.1. 15-days prior to the expiration period on April 11, 2025, and after the issuance of the Notice to Proceed.

5. SUBSCRIPTION AND WARRANTY PERIOD

5.1. April 12, 2025 to April 12, 2026

6. APPROVED BUDGET FOR THE CONTRACT

6.1. The Approved Budget for the Contract is Three Hundred Twenty Thousand Pesos only (in the figure: Php 320,000.00). Chargeable against 2025 MOOE Funds of the ICTD.

7. ELIGIBILITY OF THE BIDDERS

7.1. The Bidder should be in the IT business for at least 5 years;

7.2. 24 x 7 customer/technical support capability;

7.3. Submission of Certificate of Satisfactory from Previous Clients as Cloud Service Provider;

7.4. The Provider MUST be a VAS-licensed company under the National Telecommunication Commission (NTC);

7.5. The Provide MUST be an accredited Cybersecurity Provider by the Department of Information and Communications Technology (DICT);

7.6. The Provider MUST be a Data Privacy registered company under National Privacy Commission (NPC);

7.7. The Provider should have 5 years minimum experience dealing with government projects;

8. OTHER TERMS AND CONDITIONS

8.1. The services required are classified as highly technical and the PROVIDER shall perform or deliver these services with utmost professionalism. The PROVIDER is prohibited from disclosing or disseminating any information, data owned by The CDA or gathered in any manner in the performance or delivery of services. This prohibition shall be effective even after the termination of the contract;

8.2. An independent PROVIDER with no employer-employee relationship exists between the PROVIDER and CDA. Any and all claims for compensation, death, unpaid wages, overtime pay, separation pay, damages of the PROVIDER, heirs, beneficiaries, and/or assigns, as well as compliance with applicable laws and ordinance relating to the services to be performed under the contract, shall be the exclusive, direct and sole responsibility of the PROVIDER;

8.3. The PROVIDER shall hold CDA free and harmless from any liability, injury, disability, or death sustained by him or by third parties arising out of or in connection with the performance of the undertaking under the contract;

8.4. Neither the CDA nor the PROVIDER shall be liable for delay or failure to perform in whole or in part any of their respective obligations and responsibilities lack or failure of raw materials, war, acts of God, hurricanes, fires, storms, accidents, and force majeure, government regulations or interference of any cause whatever beyond the concerned party's control; and

8.5. Subcontracting is not allowed

Note: •Quoted price/s must be VAT inclusive.  
 •Supplier must have a Land Bank of the Phil. Account.  
 •Supplier must submit a sealed quotation.  
 •Sealed quotation must be submitted together with the following requirements:  
 Company Profile, DTI/SEC Registration, Business/Mayor's Permit, BIR Registration, and PhilGEPS Certificate of Membership

Signature over Printed Name

Contact Numbers (Landline and/or Cellphone Nos.)/E-mail address

Canvasser



**PURCHASE REQUEST**  
**COOPERATIVE DEVELOPMENT AUTHORITY**  
(Agency)

[ ] **SUPPLIES**

[ x ] **SERVICES**

Dept. : **GASS**

PR No.:

Date: January 20, 2025

Section : **ICTD**

*2025-017*

Purpose: For CDA and the General Public Use

Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
		<b>1. PROJECT TITLE</b>			
		1.1. 1-LOT PROCUREMENT OF ONE (1) YEAR CLOUD HOSTING SERVICES FOR THE CORPORATE WEBSITE (WWW.CDA.GOV.PH) OF THE COOPERATIVE DEVELOPMENT AUTHORITY FY 2025-2026	1	320,000.00	<b>₱320,000.00</b>
		<b>2. SPECIFICATIONS</b>			
		2.1. Self Managed Dedicated Server 6C/64 GB - Linux - HDD			
		2.1.1. Intel Xeon-E 2136			
		2.1.2. 6C/12T – 4.5 GHz Turbo			
		2.1.3. 64 GB DDR4 RAM			
		2.1.4. 2 x 4 TB HDD Storage (RAID-1)			
		2.2. Features			
		2.2.1. CPanel/WHM			
		2.2.1.1. Simplified server management for customers.			
		2.2.1.2. Operating system: CentOS			
		2.2.1.3. Pre-installed software: cPanel/WHM, Apache Web Server, MySQL, PHP, EXIM mail server and many more.			
		<b>3. OTHER INCLUSIVE SERVICES</b>			
		3.1. Migration of CDA Website Contents (Only for new provider)			
		3.2. Maintenance of themes and plugins of CDA Website:			
		3.2.1. Security Monitoring:			
		3.2.1.1. Implements security measures, monitoring for vulnerabilities, and applies patches or updates to protect against potential threats.			
		3.2.1.2. Configures Security Socket Layer (SSL) and Cloudflare in CDA Website .			
		3.2.1.3. Conducts regular vulnerability testing and security audit.			
		3.2.2. Full Backup and Restore:			
		3.2.2.1. Daily back up of website data and having the ability to restore the website in case of data loss or system failure.			
		3.2.2.2. Provides CDA with full access to the Website Source Code and Database backup.			
		3.2.3. Software Updates:			
		3.2.3.1. Keeps website softwares, plugins, and other components up to date to ensure compatibility, security, and performance.			
		3.2.4. Bug Fix:			
		3.2.4.1. Identifies and fixes any issues or bugs that may arise on the website.			
		3.2.5. Performance Monitoring:			
		3.2.5.1. Monitors the website's performance and makes adjustments to enhance speed and user experience.			

COOPERATIVE DEVELOPMENT AUTHORITY  
**RECORDED**  
**JAN 20 2025**  
By: \_\_\_\_\_  
GENERAL SERVICES SECTION

